

Louisiana Purchasing

News

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Office of State Purchasing
Post Office Box 94095
Baton Rouge, LA 70804-9095
Tel: (225) 342-8010

Director's Message

By Denise Lea



First, let me congratulate all of you on another fiscal year closeout. Fiscal Year 2000 is here

and brings many challenges to State Purchasing as we continue to research electronic commerce and reform initiatives for implementation. During the next year we intend to post our solicitations and award recaps and offer vendor self-registration on our website. We are also exploring the use of web-based catalog contracts for your use, and will be establishing a committee of our peers to redraft the "Purchasing Rules and Regulations." I will keep everyone posted as we progress in these endeavors.

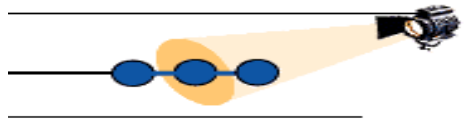
Several acts were passed in the 1999 Regular Legislative Session that impact procurement. Two of the changes were made to the Procurement Code (Title 39), which governs state agencies – these are discussed briefly below.

Act 725 amended RS 39:1615, increasing the maximum term of multi-year contracts from three (3) years to five (5) years. Chapter 19 of the Rules and Regulations details the conditions for use of a multi-year contract and requires approval of the Chief Procurement Officer. I am also responsible for submitting an annual fiscal year report of all multi-year contracts to the Joint Legislative Budget Committee. This act does not automatically mean an agency can now enter into a one-year contract with the option to renew for four (4) additional years;

however, we hope to incorporate this provision when the rules are revised.

Act 1284 added a 7% preference for paper and paper products manufactured or converted in Louisiana [R.S.39:1595.C.(6)].

In closing, I wish to encourage all state agencies to attend our upcoming Agency Purchasing Seminar, which will be held on October 26 in Baton Rouge. The seminar is entitled "Moving into the 21st Century" and we welcome your participation as we discuss our future path in the procurement arena. Registration forms are in the mail. Join us!



OSP Spotlight

Master Installment Purchase Agreement (MIPA)

State Purchasing has opened Master Installment Purchase Agreement (MIPA) bids and is in the final stages of awarding the new MIPA to Ford Motor Credit Company. The contract was approved by the Bond Commission and we are now accepting new equipment purchases that require financing.

This contract replaces our past contract award to GE Capitol Finance. All transactions that were done with GE remain unchanged. Loans that were created under GE's MIPA still require payments to GE until the terms of your loan have been satisfied.

We also currently have monies available through our internal state-financing program, the Louisiana Equipment Acquisition Fund (LEAF). This historically has been used for the smaller loans, while the MIPA is for financing larger amounts.

To determine if you meet the requirements and as to what program funds will be available, you may contact Ms. Jimmie Sanders at (225) 342-8053, or e-mail Jimmie at jsander@doa.state.la.us. ◀



Printing Reminders...



Printed materials are usually needed for a particular dated event or to meet a date required by law. If sufficient time is not allowed for the routine procurement, production and delivery processes, your agency can expect increased costs. Procurement professionals can

be proactive by letting your staff know to include you when planning events which will entail the distribution of printed materials and by setting appropriate reorder point quantities for your operating forms.

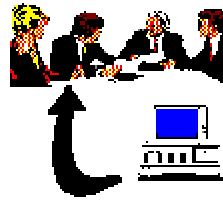
Agencies are requested to plan their needs whenever possible and to submit requisitions with supporting documentation for printed items early. In the case of biddable items, remember that the normal bid process takes about 4 weeks, which does not include unexpected delays. An additional 4 weeks should be allowed for delivery of most printed items. Requirements for proofs will add additional time. Therefore, agencies should plan for 10 to 12 weeks lead-time when submitting requisitions for printing which require bidding. For items ordered from state printing contracts, sufficient time should be allowed for production and delivery of the items on a routine basis to avoid rush charges.

Samples, Needs Assessment forms, etc. should be sent to OSP immediately upon transmittal of the requisition and identified by the requisition number. Requisitions for printing of forms must have samples; those for publications must have an approved Needs Assessment form per R.S.43: 31.1. These requisitions cannot be processed until these items are received.

AGPS agencies are reminded that when entering a printing contract requisition (REP), you must also enter the description, specifications, etc. of the item in RMOD. Otherwise, your requisition is transmitted with only the generic commodity description which is unusable.

Please do not hesitate to contact Llewellyn DeFoe (225)342-8043, or Marie Russell (225) 342-8046, if you have questions regarding requisitions for printed items. ◀

Data Processing Procedures



Software, Software Maintenance and Hardware Maintenance, and Support Services are non-competitive and orders must be submitted to the Office of State Purchasing for approval if they are in excess of \$5000.

Additionally, justification in accordance with LAC 1:9-4 must be submitted for software totaling more than \$5000. It is important that agencies fax their supporting documentation as soon as an order is entered into the AGPS system. This will allow prompt review and expedite approval by this office. Agencies are also advised to review the PAPV screen in AGPS for any notations made by the State Purchasing Officer who is assigned the file.

Terms and conditions agreements on orders totaling more than \$100,000 require review and approval by the Procurement Support Team (PST). Samples of generic software and maintenance agreements, as well as copies of the data processing procedures are available upon request.

Please contact Sharilyn Livingston at telephone (225) 342-8025, e-mail sliving@doa.state.la.us, if you need more information. ◀

Material Safety Data Sheets



What you need to know . . .

In-house containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings.

Chemical manufacturers, importers, and distributors must ensure that every container of hazardous chemicals they ship is appropriately labeled with such information and with the name and address of the

producer or other responsible party. Employers purchasing chemicals should be able to rely on the labels and Material Safety Data Sheet (MSDS) provided by their suppliers according to OSHA Regulations Standards – 29 CFR.

The primary information to be obtained from an OSHA-required label is the identity for the material and appropriate hazard warnings. The identity is any term which appears on the label, the MSDS, and the list of chemicals, and thus links these three sources of information. Labels must be legible and prominently displayed. There are no specific requirements for size or color.

Chemical manufacturers and importers are required to obtain or develop an MSDS for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of these MSDSs. Employers must have an MSDS for each hazardous chemical they use.

The MSDS must be in English. You must ensure that the specific identity on the MSDS can be cross-referenced to the corresponding label of the hazardous chemical. The MSDS must have complete and accurate information as required by section (g)(3) of the Hazard Communication Standard (HCS). And finally, the standard requires that the MSDS contain the name, address and telephone number of the party who prepares or distributes the MSDS.

You are entitled to receive a MSDS from your supplier. If you do not receive one automatically, you should request one. If you receive one that is obviously inadequate, with, for example, blank spaces that are not completed, you should request an appropriately completed one. If your request for an MSDS or for a corrected MSDS does not produce the information needed, you should contact your local OSHA Area Office for assistance in obtaining the MSDS.

Contact information: Baton Rouge OSHA Area

Office Tel: (225) 389-0474

OSHA web site address: www.osha.gov.

Welcome John Collins!

John Collins is a new OSP employee . . . John worked many years as General Manager of a local drafting engineering and art supply store.

John is now working with Team 3 (Office Products), responsible for procuring office and modular furniture, shelving, filing systems and transcription services. John's e-mail address is jcollins@doa.state.la.us, telephone (225) 342-8031.

Food Requisitions



In order to meet your delivery deadlines and to provide the best service possible, food requisitions should be submitted to State Purchasing for bidding by the following dates:

April 1	—	July, August, September & October delivery
August 1	—	November, December, January & February delivery
Dec. 1	—	March, April, May & June delivery

Four-month period items — Submit one request for each commodity listed below:

1. Miscellaneous groceries
2. Canned goods
3. Dietetic foods
4. Margarine and cheese
5. Frozen desserts
6. Frozen entrees

Two-month period items — Submit two requests for each commodity listed below:

1. Beef and pork
2. Seafood
3. Poultry and eggs

If you need additional information regarding food requisitioning, call Betty Chustz at (225) 342-8023 (e-mail bchustz@doa.state.la.us) and Deborah Gautreau at (225)342-8024 (e-mail dbautre@doa.state.la.us).

Michele McKee has moved Team 2 (Hi-Tech). Please contact Michele if you have any questions about the status of peripheral contracts, as she is busy updating or rebidding many of these contracts.

Michele's e-mail address is mmckee@doa.state.la.us and her phone number is (225) 219-4616.

Contract Update

Copier Contract



The contract awards for the purchase, rental and maintenance of copiers were effective 7/1/99.

The contract for purchase is for the period of 7/1/99 thru 6/30/00 with three years of associated bundled maintenance thru the period 6/30/02. The purchase contract numbers are 403939 thru 403950 and 3-year maintenance contract numbers are 403952 thru 403963. The contracts for copier rental are for the period of 7/1/99 thru 6/30/02. The rental contract numbers are 403966 thru 403973. Copiers placed against these contracts during the period of 7/1/99 thru 6/30/00 may remain in place until 6/30/02. However, no new placements may be made against these contracts beyond 6/30/00. The contracts for 1 year bundled maintenance are for the period 7/1/99 thru 6/30/00. These contracts are for agency-owned copiers whose initial 3-year maintenance has expired. The contract numbers are 403911 thru 403920 and 404040. Both Mita and Pitney Bowes opted not to bid the 1 year bundled maintenance.

All contracts for rental and maintenance are "bundled," which means that all supplies except paper are included in the per-copy cost.

We continually attempt to make improvements in the copier contracts in order to ensure that the needs of the agencies are being met. Some of the primary changes in this contract include the following: 1) Increased the number of awards for rentals from 2 to 3 to afford the agencies more choices among brands of copiers; 2) all copiers in Segments 1 thru 8 have a domestic introduction date prior to January 1, 1994 which ensures that the agencies have access to newer technology and addresses the problem of copier downtime; and 3) stipulated in the bid that at least 1 of the 3 awards for rental shall be new. As a result of these stipulations, approximately 94% of all the awarded rental copiers are new. Additionally, a number of digital copiers were awarded.

All agencies of the State of Louisiana, except those that are exempt from State Central Purchasing under R.S.39:1572, are required to obtain approval for the initial rental or for the purchase of copiers, which are in segments 6 thru 10. Once an order and/or requisition is entered into AGPS for a copier in one of these

segments, an approval is automatically built on the commodity for both renewals and first-time placements. The approval process entails the submission to the Office of State Purchasing of a completed copier evaluation and, at a minimum, the most current six-months invoices. The Office of State Purchasing and the State Photocopier/Printing Committee will review and approve if properly justified.

AGPS users may access all current copier contract information directly from the following screens: KONT, KLI2, KMOD, KON2 AND KLBN. Non-AGPS users may access the contracts through the Office of State Purchasing Internet address: <http://www.doa.state.la.us/osp/osp.htm>. A hard copy of the overview of the copier awards has been distributed to all agencies on our mailing list and is still available.

Contact Rosemary Jackson, e-mail: rjacks@doa.state.la.us or telephone (225) 342-8038 if you need assistance with the copier contracts. ▲

Ballast Contract (T-No. 91410)

The revised Ballast Contract, which includes energy efficient electromagnetic, electronic, and HID (mercury, metal halide, high and low pressure sodium) ballast, is in effect. See Contract Nos. 40477, 404078 and 404079.

Questions regarding these contracts should be directed to Craig Dupuy at (225) 342-8067 or via e-mail to cdupuy@doa.state.la.us. ▲

Air Conditioning Unit Contract (T-No. 90454)



The new Air Conditioning Unit Contract has been finalized and is effective through April 30, 2000. The contract includes window cooling units as well as heating and cooling units. Contract numbers are 403883, 403884, 403885, 403886, 403887 and 404056.

Any questions about these contracts, contact Wanda Lee at e-mail wlee@doa.state.la.us (telephone 225/342-8022). ▲

Telephone Equipment (T-No. 91577) & ISDN Equipment (T-No. 91827)



The new contracts for Telephone Equipment was awarded and became effective July 15, 1999.

Please note that items formerly under T-Number 91835 for Telecommunication Equipment for

the Sight and Hearing-Impaired have been added to these contracts.

<u>Contract No.</u>	<u>Contractor</u>
404028	Graybar Electric Co.
404029	Alltel Supply, Inc.
404030	Williams Sound Corp.
404031	Audio Visual Mart
404032	Headset Connection



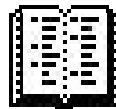
The new contracts for ISDN Equipment have been awarded and will become effective on September 1, 1999.

<u>Contract No.</u>	<u>Brands</u>	<u>Contractor</u>
404060	Lucent	Bell Atlantic Teleproducts
404061	Fujitsu Adtran Tone Commander	Alltel Supply
404062	Nortel	Bell South Communication Systems
404063	Ascend	Alpha Communications Plus, Inc.

These contracts offer contemporary equipment at competitive pricing.

Questions concerning these contracts may be directed to Ernest Nugent at email: enugent@doa.state.la.us or by telephone at (225) 342-8021. ◀

Office Supply Catalog Contract No. 403715 (T No. 403715)



The Corporate Express Catalog Contract has been in effect since February 1, 1999 and seems to be going very well. However, there have been a few changes that everyone should be aware of.

The first contract update was completed on June 28. A copy of the changes is now available by contacting Corporate Express at 800 + 383-0230 or (225) 274-3115. This update affected price and availability of items. Some items have increased in price and others have decreased. If you have experienced problems with invoices not reflecting the prices stated on the purchase orders, please contact Corporate Express for a corrected invoice. Remember that we cannot pay prices that are **higher** than the dollar amount stated on the Purchase Order. Also, some items have been discontinued and are no longer available and new items have been added to the contract.

The E-Way, customized contract catalog website, <http://www.eway.com>, has also undergone changes. The password to gain access to this site has been changed.



The **USER ID: LA** remains the same, the **PASSWORD** has been changed to: **LOUISIANA (previously LA)**. Also, Corporate Express has modified this website to include only those items available under the state contract, as well as their respective commodity codes and contract line numbers.

AGPS Tips:

- Inquire on KNOA for detailed contract terms and conditions.
- KCSV or KLBN can be used as search tools. If searching by KCSV, inquire by the UPC code as listed in the S.P. Richards 1999 Catalog. Omit the "0" prefix and key the next ten (10) digits without spacing.

Direct your inquiries about this catalog contract to Tammy Grant at e-mail tgrant@doa.state.la.us, or telephone Tammy at (225) 342-8018. ◀

Computer Peripherals Contracts



Recently awarded contracts include:

<u>Brand</u>	<u>Contract No.</u>	<u>Effective Dates</u>
Lexmark	404003	7-1-99 to 6-30-00
Madge	403996	7-1-99 to 6-30-00
Mitsubishi	404002	7-1-99 to 6-30-00
Network Associates	404046	8-1-99 to 7-31-00
Proxima	403904	5-12-99 to 5-11-00
Osicom	404026	7-8-99 to 7-7-00
Tripplite	404025	7-8-99 to 7-7-00
Xerox	404019	7-1-99 to 6-30-00

Contracts currently solicited with August/September bid opening dates are: Adaptec, Infocus, Milgo Solutions (formerly Racal), Pioneer, Proteon, and Sharp.

If you have any questions about the status of peripheral contracts, contact Michele at e-mail mmckee@doa.state.la.us, or call (225) 219-4616. ◀

Heavy Equipment Contracts

The status of various Heavy Equipment Contracts is outlined below.

The **Tarping System for Dump Trucks Contract** has been renewed through September 14, 2000.



Contract No. 403650 is issued to Fruehauf Trailer Services, Inc. in Shreveport (Vendor No. 3520124-8400). You may contact David Reese at (800) 234-9698.

The **Lawn Care Equipment Contracts** have been renewed through June 30, 2000. They are contract number **403793, 403794, 403795, 403797, 403798, 403799, 403800, 403802, 403803, 403804.**

Contract number 403801 has been extended only to 10-30-99.



The **Stand-by Generators Contracts** have been renewed through May 12, 2000. Please be aware that delivery lead times are extremely long due to large demands for generators created by the "Y2K uncertainties." Contracts are:



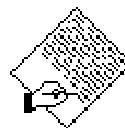
<u>Contract</u>	<u>Vendor</u>	<u>Telephone</u>
403467	Arcco Company Svcs.	(225) 275-2722
403468	Emergency Power Sys.	(318) 688-7227
403469	Delhomme Industries	(318) 365-5476

The **1999 Tractor & Implement Contract** will expire on August 31, 1999. Bids will be let for the new model year soon, and will include the following **new items**: a 2,600# working weight skid steer loader; a 15-ft **hydraulic** rotary mower; a set of "reel" type, manual gang mowers in both 84-inch cut and 138-inch cut; and a set of "reel" type hydraulic, 134-inch cut gang mowers.

The **2000 Model Year Contracts for Medium & Heavy Duty Trucks and FTA-Certified Modified Vans and Buses** will soon be released for bid and awarded in the near future. A small bus, with 76" headroom, 8 passenger, 2 wheelchair spaces, and interior wheel-chair lift will replace the nine (9) passenger van.

If you have any questions or suggestions for improving these contracts, please contact Irv Wooters at iwooters@doa.state.la.us, or phone (225)342-1302. ◀

Model Year 2000 Vehicle Contract



The model year 2000 contract for automobiles, vans, pick-up trucks and police vehicles is scheduled to open September 21, 1999 and should be awarded in mid-October.

-Jim Murphy, Contract Administrator
E-Mail: jmurphy@doa.state.la.us
Tel: (225) 342-9200 ◀

Automotive Parts & Filter Contracts



Contracts for automotive parts and filters are awarded in each state-planning district for use by state agencies and local governments located in any parish within the district. Vendors are only required to deliver to entities located in the parish specified below. Entities located outside of the parish are not

required to use the contract, but may choose to do so with the understanding that pricing will be FOB Origin, freight prepaid and added to the invoice. A state map detailing what parishes are in each planning district is located on our website.

Auto parts contracts are awarded on a price list discount structure and contain many categories of parts such as brakes, spark plugs, wiper blades, filters, etc. If you wish to utilize your area contract, please contact the vendor for a complete set of applicable price lists for your ordering and accounting purposes.

<u>Contract</u>	<u>Area</u>	<u>Delivery</u>	<u>Parish</u>	<u>Vendor</u>
404057	2	E. Baton Rouge		NAPA (hard parts) Tel: (225) 927-2844
404067	2	E. Baton Rouge		B & B Warehouse (filters) Tel: (225) 751-0880
404042	1 & 3	Jefferson		NAPA Tel: (504) 832-3808
404048	6	Rapides		NAPA Tel: (318) 442-9508
404017	7	Caddo/Bossier		A & I Warehouse Tel: (318) 683-1205
403665	5	Calcasieu		Landry Supply Tel: (318) 436-7247
403711	4	Lafayette		Carquest Tel: (318) 984-6720
403438	8	Ouachita		Rankin Automotive Tel: (318) 387-4049
403567	8	Franklin		Wisner Motor Supply Tel: (318) 724-6350

If you have any questions or suggestions for improving these contracts, please contact Rick Soileau at e-mail to: rsoileau@doa.state.la.us, or call (225) 342-8015.

Vehicle Tire Contract

**No. 402446
(T-No. 90444)**



The vehicle tire contract has been extended through November 30, 1999.

Contact Jim Murphy at (225) 342-9200, or e-mail Jim at jmurphy@doa.state.la.us if you have any questions about the Vehicle Tire Contract.?

Photo ID Equipment



Our new brand name contracts for Photo Identification Equipment and cards have been found to be very useful in addressing our State Agencies' photo identification re-

quirements. The photo id systems and photo id cards available on the contracts will meet virtually any agency's need – from drivers license bureaus to hospitals, to universities, etc.

For assistance in selecting the appropriate equipment for your agency, you may contact either of the following:

**Contract 403721
Datacard Brand Name Photo Id Systems**
Mr. Archie Pounds
The I.D. Group of LA
504 734-5750

**Contract 403710
ESSI Brand Name Photo Id Systems**
Mr. Aaron Bennett
Embosser Sales and Service
504 361-1585

Please do not hesitate to contact Nick Cascio at (225) 342-8042, or e-mail ncascio@doa.state.la.us, if you need assistance procuring Photo ID Equipment. ◀

Consortia Contracts

All active Amerinet contracts have been extended through June 30, 2000.



Several items on the Amerinet Contract have had price changes, deletions and also additions effective July 1, 1999. Therefore, you may want to check all items prior to ordering to guarantee availability and pricing.

We have received several calls concerning order rejections stating that the "**Contract End Date Not In Range.**" During the extension upload only those items which were active (status "1" on KLCT) were extended through June 30, 2000. All items which were inactive show an end date of June 30, 1999; therefore, if you receive this message, you may want to verify the above on the KLCT Screen. ◀

Call Tammy Touns at (225) 342-8035 or email Tammy at ttouns@doa.state.la.us, if you need more information regarding Consortia Contractors. ◀

X-Ray Film and Supplies Contract No. 403440 (T-No. 92109)



The consortia contract for x-ray film and supplies has been renewed for the period 7/1/99 through 6/30/00. As product availability is changed by the manufacturer, the distributor vendor, Diagnostic Concepts, Inc. in New Orleans, LA, at telephone number (504) 524-0663, can give you information about those products as well as any others on the contract.

Also, the ISIS screen KLCT will indicate if a line item is active or not.

If State Purchasing can be of any assistance regarding this contract, please e-mail Scott Underwood at sunderw@doa.state.la.us, or phone (225) 342-8036. ◀

Drug-Testing Contract

The contract for drug testing has been in place since January, 1999. To establish an account or schedule an appointment to review the drug-testing procedures and discuss any special needs of your agency, points-of-contact, etc., please contact Donald Morales at SECON International, Inc., telephone number (318) 235-3712.

After an account is established, your agency will be furnished with custom printed chain-of-custody forms, which will be used in the drug-testing process to properly identify individuals being tested. On-site drug testing, at no additional charge, may be available to your agency if you have at least fifteen (15) or more individuals to be tested at one time. More information can be obtained from SECON.

The State Purchasing Office is currently exploring the possibility of adding alcohol testing to the current contract. Agencies will be notified once a final decision is made. If you need additional information regarding this contract, contact Sharilyn Livingston at (225) 342-8025 (e-mail: sliving@doa.state.la.us). ◀

Thermometer Contract No. 403986 (T-No. 91795)



The Thermometer Contract (No. 403986) was awarded to the following vendors:

<u>Contract</u>	<u>Vendor</u>	<u>Telephone</u>
403896	Alaris Medical Systems	(805)297-9109
403897	Redline Med. Supply Co.	(612)595-6806
403898	Home Aid Healthcare, Inc.	(800)854-7128

Contract No. 403896 was awarded as a **rental** only. The Thermometer Contract is effective through May 31, 2000.

Contact Barbara Rhodes at e-mail brhodes@doa.state.la.us, or phone (225) 342-5258 for any additional information on this contract. ◀

Refrigerant Gases Contract Contract No. 402637 (T-No. 90517)

The Refrigerant Gases Contract (for use by State Agencies only) is currently undergoing an evaluation process to determine items that need to be deleted, replaced or added.

Agencies wishing to submit recommendations to this contract may e-mail Patti Wallace at pwallac@doa.state.la.us (telephone 225/342-0274). ◀

Advanced Governmental Purchasing System



Training Reminder - The Office of State Purchasing conducts AGPS solicitation training. The course covers requisition review and modification and processing of text, solicitations, addenda, bid tabulations, rebids, orders, change orders, and unawards/reawards.

The course instructor is Patti Wallace. The training request form is located on the OSIS Internet page at <http://www.state.la.us/osis/forms/training.htm>, or contact Patti at telephone number (225) 342-0274 (email: pwallac@doa.state.la.us). ◀

The Ten Commandments of Human Relations

1. **Speak to people.**
2. **Smile at people.**
3. **Call people by name.**
4. **Be friendly and helpful.**
5. **Be cordial.**
6. **Have a genuine interest in people.**
7. **Be generous with praise.**
8. **Be considerate of the feelings of others.**
9. **Be thoughtful of opinions of others.**
10. **Be Alert to give service.**

State Travel Handbooks F/Y 99/00



The new travel handbooks have been issued for Fiscal Year 99/00. Some of the changes made were grammatical in nature and offer more clarification.

There is a new mileage chart that may be used in lieu of odometer readings. The only monetary change was for parking at the New Orleans airport. All else remains the same.

We have enhanced our Internet Travel Office homepage. You may view it at <http://www.doa.state.la.us/osp/Travel/TravelOffice.htm>

The Office of State Travel will coordinate training classes to be held on site at your agency. To schedule classes contact Jimmie Sanders at telephone (225) 342-8053 or e-mail your request to jsander@doa.state.la.us. ◀

Signs That You've Had Too Much of the 90's:

You check your blow dryer to see if it's Y2K compliant.

You haven't played solitaire with a real deck of cards in years.

You pull up in your own driveway and use your cell phone to see if anyone is home. ◀

LOUISIANA PURCHASING NEWS

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Denise Lea, Director

Office of State Purchasing

Editor: Caroline Eidson

ceidson@doa.state.la.us, Tel: (225) 342-8063

Internet URL: <http://www.doa.state.la.us/osp/osp.htm>

Your comments, questions and suggestions are welcome!

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